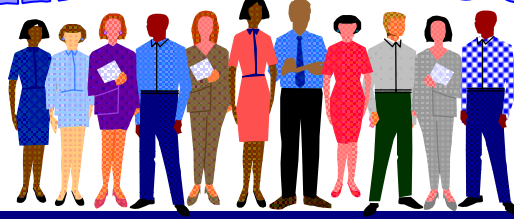


Personnel Issues & You



UPPS Newsletter 2002-7

July 1, 2002

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Zero Percent Local Tax Codes

Recently it was discovered that three (3) local tax codes in the Payroll and Personnel Manuals do not have a percentage assessed for local taxes. They are: Casey County (05-70), Lee County (05-23), and Union County (18-78). **Please discontinue using these codes immediately.**

At this time, 221 employees are set up with these codes and the payroll system will not update any manual pay adjustments. We are in the process of deleting these codes from personnel/payroll files as well as from the system. The Personnel Cabinet is also working with G.O.T. programmers to correct this situation. Please do not make any changes to the "C" screen at this time. Until this is completed, if you need to make a manual adjustment, you must send it on a paper form to the Personnel Cabinet Payroll Branch. Please note on the form that this is one of the zero percent local tax codes and send it to the attention of Donna Parker, Steve Hayden, or Carol Kelien. When this is corrected, the Payroll Branch will notify all payroll officers.

Class & Comp Personnel Changes

Susan Jeffers recently retired from the Personnel Cabinet where she served several years managing the Compensation Branch. We are sorry to see Susan leave but wish her well in her retirement.

We are pleased to announce the promotion of Gary Shrout as the new manager of the Compensation Branch. Gary has been with the Personnel Cabinet for many years and has a lot of experience in working with agencies in the area of compensation. Please join us in congratulating Gary.

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New Web Site Address and Look

The Personnel Cabinet has been working hard to keep up with the electronic times. Effective immediately, our web address has changed to <http://personnel.ky.gov>. If you cannot click on this link, just go to the address line of your browser and type in **personnel.ky.gov** and it will take you to our new address. (Note that there is no “www” in the address.) So the next time you go out to visit our site make sure you bookmark the new address.

On July 1st, 2002 you will also notice that our homepage will have a different look. That is because the Architecture and Standards Committee has developed a standard “look/feel” for which all official state web-sites must comply. All the information you are used to having access to will still be there, it will just be laid out in a different format. We feel that the changes made to the Personnel web-site will be helpful and hopefully easier to find items for which you are looking. The Personnel Cabinet is always interested in hearing from our users so please let us know how you like our new web-site.

House Bill 846

New legislation was passed in the 2002 Regular Session (House Bill 846) that affects retirees who return to active employment. Any employee who is eligible for and elects to participate in the state insurance program **as a retiree**, or the spouse of a retiree, under any one of the Kentucky Retirement Systems shall not be eligible to receive the state contribution toward health care coverage as a result of employment.

Employees who retire on or after 7-15-02 and subsequently return to work in a full time status will need to choose whether to be covered through the retirement system or their active employment. These employees will also need to complete an application declining coverage at one place or the other. Remember that the employee/retiree is only entitled to one state contribution and cannot elect **both** health insurance and an employer sponsored flexible spending account.

Employees who retired prior to 7-15-02 and are cross referencing with themselves or waiving at their active agency and putting that contribution in flexible spending will be able to continue until 12-31-02.

Tax Code Change

Effective July 1, 2002, the City of Owensboro's tax rate (tax code 18-33) will decrease from 1.33% to 1.0%.

Timesheet Dilemma

From time to time, we are asked if you can hold an employee's pay to get them to turn in their timesheet. The answer is quite simple – NO! Federal law requires that employees be paid on their regular payday. With 53% of state employees (up from 37% a year ago) now receiving direct deposit pay, the question of withholding the pay stub has also come up. Once again, the answer is NO! Kentucky, like most states, requires a pay statement at the time of payment of salary.

It is the employer's responsibility to track an employee's time spent working and the employee cannot be penalized for the employer's failure to do so. However, failure to submit timesheets in a timely manner may delay pay as explained in Personnel Memo 00-13. Additionally, if an employee fails to complete and submit a valid timesheet, appointing authorities have the option of taking disciplinary action.

If you have any comments on the subjects of our newsletter or any suggestions, we would appreciate receiving them. Our goal is to provide you with the very best service possible using the most advanced technology available. If you have questions about specific operational areas, you may call or write:

Department for Personnel Administration, Room 530 (FAX 502-564-5826)			
Herb Sheeting (564-2428)		David Cooke (Room 517, 564-6920)	
		Stephany Ivers (564-7571)	
Division of Employee Records, (564-6464 or 564-6484, Room 533)			
Jackie Shrout (564-6464 x 2544)		Beth Steinle (564-6873 x 2530)	
Kim Hatter (564-6464 x 2561)		George Gamble (564-6883 x 2517)	
Payroll Branch (564-6883, Room 535)		Processing/Files Branch (564-6873, 564-7543 Room 531)	
Carol Kelien		Carolyn Bruce	
Gail Cooper	Greg McGaughey	Sissy Burnham	Dena McGuire
Julia Hughes	Jo Ann McAlister	Lisa Case	Mary Jane Johnson
Donna Parker	Betty Warford	Sandra Darneal	
	Steve Hayden	Connie Heady	
Department for Employee Relations, (564-7911, Suite 511) (FAX 502-564-4311)			
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Division of Employee Benefits, (564-0358, Room 511)			
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